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ABSTRACT

This report is the second of three in a series to determine unit time and cost estimates for the major operations of the Technical Services Division of the Tucson Public Library. Daily logs were recorded by personnel in the cataloging unit in the spring of 1978, and these data form the basis of this report. Cataloging procedures are discussed and a wide divergence of costs are developed. Added copy cataloging done primarily by paraprofessionals is compared to original cataloging performed by professionals. The impact of multiple copies is discussed as a factor in reducing unit costs, and detailed appendices allocate time and costs for print and nonprint materials. (Author)

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UNIT TIME/COST STUDY OF THE CATALOGING UNIT TECHNICAL SERVICES DIVISION TUCSON PUBLIC LIBRARY

TPL PLANNING OFFICE

Nedra L. Kayner

October 1978

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This report is the second in a projected series of three papers to determine unit time and costs of the major operations of the Tucson Public Library's Technical Services Division. The first unit time/cost study outlined the activities of the Processing Unit[1]. The Cataloging Unit is the subject of this study; Acquisitions will be analyzed next year. The combined product of these reports will give average unit time and cost estimates for acquiring, cataloging, and processing library materials being added to the cataloged collections of the Tucson Public Library.

1. Bierman, Kenneth J. "Unit Time/Cost Study of the Processing Unit, Technical Services Division", January 1977, 8p.

For a two week period in March 1978, each member of the Cataloging Unit recorded time spent at various tasks and quantities of materials handled on daily log sheets (Appendix D). This report is based primarily upon these measurements, and the period March 13-24 is felt to be representative of a normal work period. Additional sampling pertaining only to the non-print cataloging section was done in October 1978. A slightly extended sampling period was necessary here to achieve more reasonable representation of average times involved due to the lower numbers of pieces cataloged.

Costs given in this paper are based on hourly rates. By reducing the 40 hour work week to 30 hours, these rates were adjusted to allow for holidays, normal use of annual and sick leave, and breaks. Two cost levels are presented. The first cost level indicates direct personnel costs to which an additonal 30% has been added to include fringe benefits (health insurance, social security, etc., paid by the city). The second cost level adds 75% to the adjusted salary cost to cover overhead (utilities, space, equipment, OCLC charges, administrative costs, etc.).

Salary for clerical and paraprofessional functions was figured at the Library Technical Assistant I, Step 5 level. Professional tasks are based on the Librarian I, Step 5 salary with the exception of non-print professional work which is shown at the

Librarian IV, Step 5 rate. Specific rates are detailed in Tables 2 and 3. Annual overhead was figured at $100,000 and is itemized as:

Administrative Staff Overhead	$ 40,000
OCLC costs*	30,000
Supplies, equipment, physical plant, maintenance, etc.	30,000
TOTAL	$ 100,000

Unless otherwise specified, cataloging statistics were recorded on a per title basis. To arrive at a per volume figure it was necessary to apply information obtained through the regularly reported statistics of title/volume ratios of processed print materials in Technical Services for the period of July 1977 - June 1978 (Appendix B). A ratio of three volumes per new title and two volumes per added copy title was reported during this time. During the month of October 1978 a record was kept of non-print title/item ratios, resulting in a two items per title count.

*OCLC costs described in Appendix C.

Materials entering the Cataloging Unit are accompanied by a BATAB order slip and have been presorted by Acquisitions into several broad categories: new and added copy book titles and non-print materials. Each grouping is handled somewhat differently, and procedures for these divisions are briefly described.

I. CATALOGING - PRINT MATERIALS

A. New Title Copy Cataloging

A clerk searches new titles in the OCLC data base via online CRT terminals. If the appropriate bibliographic record is found, various components of that record are noted on a work slip which then accompanies all copies of that title. Slightly over 95% of all new titles are found in the OCLC data base.

The Official File is then checked by the clerk. Earlier editions and essential name information are noted on the work slip before filing a pink copy of the order as an "in process" indicator. Searched titles are left in a designated section for cataloging. Titles not located in OCLC are set aside for additonal search at a later date.

The cataloger takes new materials which have been searched, assigns a Dewey Classification and Cutter number, or fiction designation to each title. The OCLC record previously noted by the searcher is recalled, examined, and up-dated for use before card sets are ordered. Ordering of

cards is performed either by the cataloger or by a Library Technical Assistant depending on the number of card sets to be ordered. The green copy of the order slip is completed, dated, and initialed by the cataloger, and substituted for the pink slip in the Official File to confirm completion of the cataloging process. Cataloged material is then CLSI bar coded and forwarded to Processing.

B. Original Cataloging

Materials not found in OCLC as described in New Title Copy Cataloging are searched again at least two more times at intervals of several weeks. If still not located, original cataloging is required, and this material is so designated. Depending on the type of material, either OCLC input is done or an in-house process, MTST (Magnetic Tape Selectric Typewriter) is chosen for production of cards.

1. Original OCLC input cataloging is done by a cataloger who completes an OCLC input form. This form, along with books, work and order slips is forwarded to a clerk-typist who keys data at OCLC terminal and stores the record. Input is recalled and revised by the cataloger and card sets are requested. Green copy of order slip is filed in Official File, books are CLSI bar coded and then forwarded to Processing.

2. Original cataloging through MTST is done by a cataloger, and proof slip sent to MTST operator. Books are held in designated sections and green copy of order slip is

filed. The MTST operator prepares copy and returns to cataloger for proof reading; necessary corrections are made. Final copy is run on sheets, then Xeroxed on catalog card stock. Cards are assembled into sets, matched with waiting books, and books, accompanied by card sets, work and order slips are sent to Processing, after being CLSI bar coded.

C. Added Title Copy Cataloging - OCLC

1. Closed entry: A Library Technical Assistant selects presorted added copy titles from designated area and matches that material with the master shelflist record, adding location and copy numbers for each copy. Card sets are ordered at the OCLC terminal as required. After being CLSI bar coded, books are then forwarded to Processing with order and work slips accompanying each title. Approximately 95% of all closed entry added copy titles are found in the OCLC data base. Titles not found in OCLC are handled through the same MTST procedure as new titles.

2. Open Entry: A cataloger receives open entry materials pre-sorted by Acquisitions or forwarded from cataloging assistants. The shelflist record is matched and updated. Card sets are ordered through OCLC (or MTST) as required and a holdings-update note is prepared for agencies who have previously received complete card sets. Books are then forwarded to Processing with order, work slip, and notes,

if required, accompanying each title after being CLSI bar coded.

II. CATALOGING - NON PRINT

A. New Title Cataloging

Non-print materials (records, cassettes, kits, art-prints, etc.) are received from Acquisitions with BATAB order slips designating status as new or added copy. New materials are verified by searching in the non-print Official File by the cataloger before call number is assigned and catalog copy created. Cataloging is done either by a professional or a Library Technical Assistant depending on the complexity of the material and previous establishment of format.

Cards are produced by MTST, by the same procedures that are used for print material. In addition, browsing cards are prepared for cassettes, records are cleaned, slipped into inner plastic jackets, and property stamps are applied where necessary.

Labels for pockets, spines, browsing cards, etc., are produced in-house by keying call number, author, title, copy and price information onto IBM diskettes. The diskettes are forwarded to Computer Services where copies of labels are produced and returned to Technical Services. The labels are attached to pockets, spines, browsing cards, etc., as required.

The cataloged and partially processed non-print materials are CLSI coded and forwarded to Processing with cards sets, pockets, and order slips attached.

B. Added Title Cataloging - Non-Print

Added copy non-print materials are handled by non-professionals. The shelflist card is located and updated with the latest holdings, and required card sets are noted. Cataloging copy is obtained from the Official File card and is prepared via the MTST method previously described.

As with new materials, labels are produced, various degrees of processing are done depending on the format of material, and the materials, after CLSI coding, are forwarded to Processing with card sets, pockets, and order slips attached.

III. TRANSFERS

Material is received by the Transfer Clerk bearing work slip indicating agency from where material is coming and agency to which it is destined. Agency codes and property stamps are adjusted on each item to correspond with new location, and the master shelflist is updated to show new location. Catalog cards are ordered through OCLC or MTST as described under ADDED TITLE COPY CATALOGING and the books are then forwarded to Processing. Transfers are always single copies.

IV. WITHDRAWALS

Withdrawal slips (or other appropriate paperwork) for items withdrawn from the system are received by the Withdrawal Clerk.

Each item is deleted from the master shelflist. Those agencies that do not maintain a separate shelflist must also be notified when the master shelflist indicates that they no longer hold copies of a certain title, so that they may withdraw the cards from their catalog.

In addition to the major operations of the cataloging process described above, a number of related tasks are carried out by the Cataloging Unit. These include the receiving, checking and distribution of OCLC card shipments; filing in the Official Files; subject authority work; various mechanisms for handling corrections on cards and labels as well as recataloging, reinstates, etc. These functions have been proportionally allocated back to the major operations previously discussed and are listed in Appendix A as card control and subject authority file work (SAF). The time and costs of bar coding for CLSI is also included in this section.

SUMMARY

Time and cost breakdowns are given in detailed Tables 1-3 and Appendix A. The following is a summary of the unit costs of the major operations performed by the Cataloging Unit.

	STAFF COSTS INCLUDING 30% FRINGE BENEFITS		TOTAL COSTS, INCLUDING STAFF, 30% FRINGE AND OVERHEAD (75%)	
	Per Title	Per Volume	Per Title	Per Volume
PRINT				
New Title Copy Cataloging (OCLC)	$ 4.49	$ 1.50	$ 7.85	$ 2.62
Original Cataloging (OCLC and MTST)	12.38	4.13	21.67	7.22
Added Title - Closed Entry (OCLC)	1.67	.84	2.91	1.46
Added Title - Open Entry (OCLC)	2.26	1.13	3.95	1.98
Added Title (MTST)	5.23	2.62	9.16	4.58
NON-PRINT				
New Title (MTST)	9.17	4.59	16.04	8.02
Added Title (MTST)	6.70	3.35	11.71	5.86
TRANSFERS		2.24		3.92
WITHDRAWALS		.17		.30

We can check the reasonable accuracy of our cost by taking the known volumes of work performed in FY 77/78 and multiply them by the unit costs and then compare the results of our calculations with the actual expenditures for FY 1977/78 as follows:

	STAFF COSTS INCLUDING FRINGE BENEFITS (30%) ROUNDED TO NEAREST $100	TOTAL COSTS INCLUDING FRINGE BENEFITS (30%) AND OVERHEAD (75%)* ROUNDED TO NEAREST $100
PRINT		
New Title Copy Cataloging (OCLC) 13,000 titles/39,000 volumes	$ 58,400	$ 102,200
Original Cataloging (OCLC & MTST) 800 titles/2,400 volumes	10,000	17,400
Added Title Closed Entry (OCLC) 13,000 titles/26,000 volumes	21,800	38,000
Added Title Open Entry (OCLC) 1,000 titles/2,000 volumes	2,300	4,000
Added Titles (MTST) Closed & Open 600 Titles/1,200 volumes	3,200	5,500
NON-PRINT		
New Titles (MTST) 1,350 titles/2,700 items	12,400	21,700
Added Titles (MTST) 450 titles/900 items	3,100	5,300
Transfers: 6,000 volumes	13,500	23,600
Withdrawals: 54,200 volumes	9,300	16,300
DIRECT COST FROM STUDY	$ 134,000	$ 234,000*

*See page 4 of this study for a detailed breakdown of the $100,000 overhead estimate.

Actual staff expenditures for FY 1977/78 totaled $178,500. Adding the direct staff costs calculated from this study ($134,000) to administrative staff overhead which is included in the 75% estimate for overhead ($40,000; see page 4 of this study), the study projects a staff cost of $174,000, which is very close to the actual staff cost. In terms of correctly describing reality this study appears reasonable.

As the study demonstrates, there is no single answer to the often asked question "What does it cost to catalog a book?". It depends on what kind of book (cataloging a non-print item costs three times as much as cataloging a book.) Original cataloging costs almost three times as much as copy cataloging ($2.62 per volume as compared with $7.22.) Handling one transfer costs 50% more than copy cataloging a new title. In overview, if we had to give a single answer, the following figures would be reasonable:

Cost to catalog an "average" book: $2.40

Cost to catalog an "average" non-print item: $7.50

These costs, of course, do not include physical processing or the cost of acquisition.

TABLE 1

MAJOR CATALOGING PROCESSES
AVERAGE UNIT TIMES (MINUTES)

	TIME PER TITLE		TOTAL TIME PER TITLE	TOTAL TIME PER VOLUME
	Paraprofessional and Clerical	Professional		
New Title Copy Cataloging - OCLC	14.8	12.2	27.0	9.0
Original Cataloging - OCLC	41.7	34.5	76.2	25.4
Original Cataloging - MTST	41.2	32.0	73.2	24.4
Added Title Copy Cataloging - OCLC				
Closed Entry	11.9	.0	11.9	6.0
Open Entry	5.4	7.6	13.0	6.5
Added Title Copy Cataloging - MTST				
Closed Entry	36.9	.0	36.9	18.5
Open Entry	25.9	8.4	34.3	17.2
New Title Non-Print Cataloging - MTST	57.5	4.2	61.7	30.9
Added Title Non-Print - MTST	47.8	.0	47.8	23.9
Transfers (Volume)	16.0	.0	16.0	16.0
Withdrawals (Volume)	1.2	.0	1.2	1.2

TABLE 2

MAJOR CATALOGING PROCESSES
PERSONNEL COSTS INCLUDING FRINGE BENEFITS (30%)

	COST PER TITLE		TOTAL COST PER TITLE	TOTAL COST PER VOLUME
	Paraprofessional and Clerical	Professional		
New Title Copy Cataloging - OCLC	$ 2.08	$ 2.41	$ 4.49	$ 1.50
Original Cataloging - OCLC	5.84	6.82	12.66	4.22
Original Cataloging - MTST	5.77	6.33	12.10	4.03
Added Title Copy Catalging - OCLC				
Closed Entry	1.67	.00	1.67	.84
Open Entry	.76	1.50	2.26	1.13
Added Title Copy Cataloging - MTST				
Closed Entry	5.17	.00	5.17	2.59
Open Entry	3.63	1.66	5.29	2.65
New Title Non-Print Cataloging - MTST	8.06	1.11*	9.17	4.59
Added Title Non-Print - MTST	6.70	.00	6.70	3.35
Transfers (Volume)	2.24	.00	2.24	2.24
Withdrawals (Volume)	.17	.00	.17	.17

Costs figured as:

Paraprofessional and Clerical = LTA, Step 5, 4.84 pr hr @ 30 hr wk = 6.47 pr hr + 30% = 8.41 pr hr = .1401 pr min
Professional = Lib I, Step 5, 6.82 pr hr @ 30 hr wk = 9.12 pr hr + 30% = 11.86 pr hr = .1976 pr min
*Professional = Lib IV, Step 5, 9.15 pr hr @ 30 hr wk = 12.20 pr hr + 30% = 15.86 pr hr = .2643 pr min

TABLE 3

MAJOR CATALOGING PROCESSES
PERSONNEL COSTS PLUS FRINGE
(30%) AND OVERHEAD (75%)

	COST PER TITLE		TOTAL COST PER TITLE	TOTAL COST PER VOLUMES
	Paraprofessional and Clerical	Professional		
New Title Copy Cataloging - OCLC	$ 3.63	$ 4.22	$ 7.85	$ 2.62
Original Cataloging - OCLC	10.22	11.93	22.15	7.38
Original Cataloging - MTST	10.09	11.07	21.16	7.05
Added Title Copy Cataloging - OCLC				
Closed Entry	2.92	.00	2.91	1.46
Open Entry	1.32	2.63	3.95	1.98
Added Title Copy Cataloging - MTST				
Closed Entry	9.04	.00	9.04	4.52
Open Entry	6.34	2.90	9.24	4.62
New Title Non-Print Cataloging - MTST	14.09	1.95*	16.04	8.02
Added Title Non-Print - MTST	11.71	.00	11.71	5.86
Transfers (Volume)	3.92	.00	3.92	3.92
Withdrawals (Volume)	.30	.00	.30	.30

Costs figured as:

Paraprofessional and Clerical = .1401 pr min (Direct Cost = 30%) + 75% = .2451 pr min
Professional = .1976 pr min (Direct Cost + 30%) + 75% = .3458 pr min
*Professional = .2643 pr min (Direct Cost = 30%) + 75% = .4625 pr min

APPENDICES

Appendix A ... Major Cataloging Processes: Time Detail

Appendix B ... Title/Volume Ratios 1977-78

Appendix C ... OCLC Costs 1977-78

Appendix D ... Sample Daily Log

APPENDIX A
MAJOR CATALOGING PROCESSES/TIME DETAIL

	TIME PER TITLE (MINUTES)		TOTAL TIME PER TITLE
	Paraprofessional & Clerical	Professional	
PRINT MATERIALS			
New Title Copy Cataloging - OCLC			
Searching (OCLC, OF, Loading)	5.9		
Cataloging (Preparation, card ordering, green slip)		10.5	
Card Control, CLSI, SAF	8.9	1.7	
TOTAL	14.8	12.2	27.0
Original Cataloging - OCLC			
Searching (minimum 2 searches)	11.8		
Cataloging (Preparation, revision, card ordering, green slip)		32.8	
OCLC input	21.0		
Card control, CLSI, SAF	8.9	1.7	
TOTAL	41.7	34.5	76.2
Original Cataloging - MTST			
Searching (minimum 2 searches)	11.8		
Cataloging (Preparation, revision, green slip)		30.3	
Card production (MTST, Xerox, matching)	20.5		
Card control, CLSI, SAF	8.9	1.7	
TOTAL	41.2	32.0	73.2
Added Title Copy Cataloging - OCLC			
Closed entry (Preparation and card order)	6.5		
Card control, CLSI	5.4		
TOTAL	11.9		11.9

APPENDIX A (con't)

	TIME PER TITLE (MINUTES)		TOTAL TIME PER TITLE
	Paraprofessional & Clerical	Professional	
Open Entry (Preparation and card order)		7.6	
Card control, CLSI	5.4		
TOTAL	5.4	7.6	13.0
Added Title Copy Cataloging - MTST			
Closed entry (Preparation and card order	11.0		
Card production (MTST, Xerox, Matching)	20.5		
Card control, CLSI	5.4		
TOTAL	36.9		36.9
Open Entry (Preparation and Card card order)		8.4	
Card production (MTST, Xerox, matching)	20.5		
Card control, CLSI	5.4		
TOTAL	25.9	8.4	34.30
NON PRINT MATERIALS			
New Title Non-Print Cataloging - MTST			
Preparation including searching and revision	18.2	2.5	
Card and material preparation (MTST, Xerox, matching, labels)	30.4		
Card control, CLSI, SAF	8.9	1.7	
TOTAL	57.5	4.2	61.7
Added Title Non-Print Cataloging - MTST			
Preparation including searching and revision	12.0		
Card and material preparation (MTST, Xerox, matching, labels)	30.4		
Card control, CLSI, SAF	5.4		
TOTAL	47.8		47.8

	TIME PER TITLE (MINUTES)		TOTAL TIME PER TITLE
	Paraprofessional & Clerical	Professional	
OTHER TASKS			
Transfers (Volume)	16.0		16.0
Withdrawals (Volume)	1.2		1.2

APPENDIX B

Title/Volume Ratios 1977-78
Technical Services
Tucson Public Library

	1977						1978						
MONTH	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
New Titles	820	1,540	800	1,068	848	1,056	811	925	1,198	554	631	975	11,226
New Volumes	1,832	3,133	1,445	3,450	2,934	3,523	2,899	3,374	3,645	2,100	2,844	2,783	33,962
Average Vols/Title	2.2	2.0	1.8	3.2	3.5	3.3	3.6	3.6	3.0	3.8	4.5	2.9	3.0
Added Titles	718	2,233	1,867	1,046	1,429	846	729	526	1,074	579	1,061	717	12,825
Added Volumes	1,234	3,815	3,150	2,404	2,963	1,740	2,055	1,074	2,112	1,439	2,542	1,947	26,475
Average Vols/Title	1.7	1.7	1.7	2.3	2.1	2.1	2.8	2.0	2.0	2.5	2.4	2.7	2.0
Total Titles	1,538	3.773	2,667	2,114	2,277	1,902	1,540	1,451	2,272	1,133	1,692	1,632	24,051
Total Volumes	3,066	6,948	4,595	5,854	5,897	5,263	4,954	4,448	5,757	3,539	5,386	4,730	60,437
Average Vols/Title	2.0	1.8	1.7	2.8	2.6	2.8	3.2	3.1	2.5	3.1	3.2	2.8	2.5

NOTE: The above monthly totals are an 80% to 85% sampling of the total book volumes catalogued and are a valid sampling to predict the correct title/volume ratios for 100% of the book material catalogued.

OCLC COST ESTIMATES FOR FY 77/78

OCLC charges are based on two categories: First Time Use and catalog cards ordered. Each catalog card produced and shipped by OCLC carries a charge of .035. In addition the first time a particular bibliographic record is used by the Tucson Public Library in card ordering, a one-time First Time Use (FTU) charge is assessed. This FTU charge is $1.75. Subsequent uses of the record do not incur additional charges, except the .035 for each card.

APPROXIMATE OCLC CHARGES FY 77/78
TUCSON PUBLIC LIBRARY

Total cards ordered	225,000 @ .035	$ 7,875
FTU Charges	13,000 @ 1.75	22,750
	TOTAL	$ 30,625

Date _____

ACTIVITY	TIME	COUNT
SEARCHING		
1. At OCLC terminal (titles)		
2. At O.F. (titles)		
3. Loading, unloading, arranging work-slips, etc (titles)		
CATALOGING		
1. OCLC copy cataloging		
Preparation (titles)		
Cards ordered (card sets)		
Record saved for card ordering (titles)		
2. OCLC input cataloging		
Preparation (titles)		
Screen revised (titles)		
Cards ordered (sets)		
3. MTST cataloging		
Preparation (titles)		
Sheets revised (titles)		
Green slips filed (titles)		
Advice on problems, revisions (titles)		
RECATALOGING, CORRECTIONS, CARD RE-ORDERS		
Preparation (titles)		
Cards ordered (card sets)		
SUBJECT AUTHORITY WORK		
SAF updated, cross-references requested (titles)		
Cards revised (no. of cards actually proofed)		

Other:

DATE: _____

ACTIVITY	TIME	COUNT
ADDED COPIES, TRANSFERS		
1. Closed entry adds		
Preparation (titles)		
Cards ordered - OCLC (card sets)		
Cards ordered - MTST (titles)		
2. Open Entry Adds		
Preparation (no. of items)		
Cards ordered - OCLC (card sets)		
Cards ordered - MTST (titles)		
3. Transfers		
Preparation (titles)		
Cards ordered - OCLC (cards sets)		
Cards orderd - MTST (titles)		
Sheets revised (titles)		
Advice on problems, revisions (titles)		
WITHDRAWALS		
Preparation (arranging) and follow-up (last copies) (T&Ws)		
Shelflists markes (T&Ws)		
LABEL CORRECTIONS, RECALLS		
Labels corrected manually (no. of sets)		
Computer-produced labels requested, sent (no. of sets)		
Items recalled for recataloging and correction (copies)		
STATISTICS		
Count from work slips (work slips)		
Weekly count (time only)		
Monthly count (time only)		

Other:

DATE: _____

ACTIVITY	TIME	COUNT.
CARD PRODUCTION AND DISTRIBUTION		
1. OCLC Cards		
Work Slips sorted (all work slips)		
Card shipment prepared and distributed (total OCLC cards)		
Quality control (titles)		
Card corrections (no. of cards)		
Shelflists completed (titles)		
2. MTST Cards		
Preparation (proof slips)		
Recording (titles)		
Corrections (titles)		
Played off (titles)		
Xeroxed (6-ups)		
Cards matched, Shelflists completed, books flagged (items)		
3. Cross-References		
Typed manually (cards)		
Produced on sheets (cards)		
Xeroxed (6-ups)		
Cards revised (no. of cards actually proofed)		
4. Filing		
Shelflist (inches)		
O.F. (inches)		
SAF (cards)		

Other: